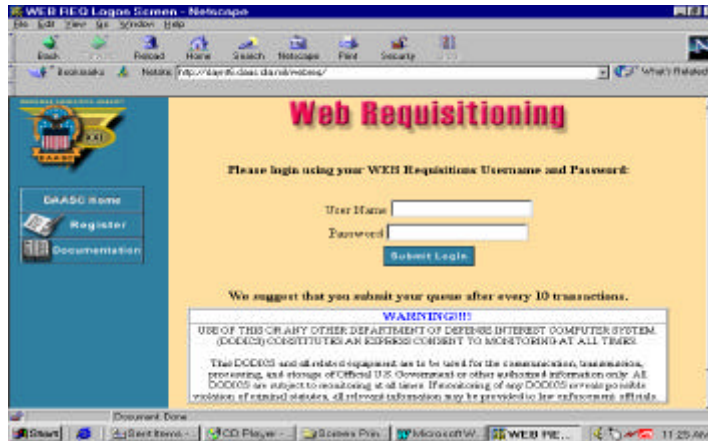# Step by Step Procedures

Once in WEBREQ, you will be able to submit individual requisition or upload a data set of requisitions. It is important to understand that there is only one authorized user and password assigned per DoDAAC for WEBREQ.

It is important to note that the account assigned to you is not an individual account. If you leave the office, this WEBREQ account should be passed on to a new POC, and DAASC should be informed of the new POC name, phone number, etc via Email (email address daashelp@daas.dla.mil).   In addition, if any email changes occur, please notify DAASC immediately via email or call their 24-hour helpdesk. This change is necessary in case DAASC needs to contract you; there will be no lost time.

If you need assistance in filling out a requisition please refer to the DLA Customer Assistance Handbook. You can obtain a copy of this handbook by visiting www.supply.dla.mil.   Please fill out the one line subscription form.

The next screen defaults to an A0A requisition. Please note that you are not limited to only AOA. Use the drop down arrow to view other Document Identifier Codes (DIC)

Options.

Once you have finished filling out the format of your choice click on submit queue.

Under Upload File Option, you are provided the capability to upload an ASCII file. Please note your requisitions must be in an 80-column format and the first position must start with a DIC.

For example:
A0AS9GS4820014011505EA00010N002511822394………...
A0AS9CS…………………………………….

Click twice

Important Note: When using the upload option you must click on process file twice. The first time the system will go out and check your file to ensure that it is in the right format. It will confirm the amount of records it read in your file.

Then you must click on Process file again if the record file length is correct for final submittal.

Please note your requisitions must be in an 80-column format. Once you have submitted your requisitions, you will have the opportunity to review your sent file/requisition.
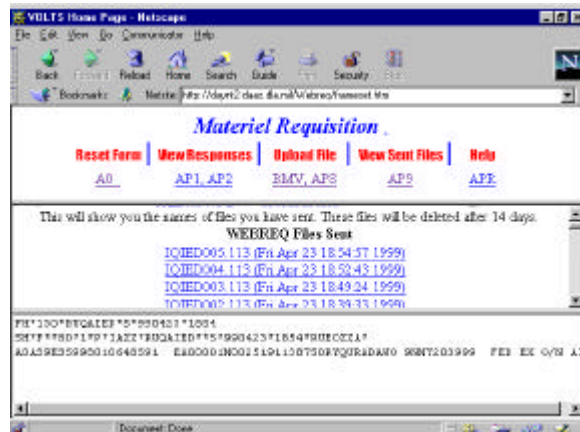
Please note the first two lines are message header information confirms DAASC received your requisition. On the first line toward the end you will see a time/date stamp. Example: 990423 * 1854 or April 23, 1999 at 1854 Zulu Time.

If for some reason you requisition rejects at DAASC, you will be able to see this reject under the view responses within 3-4 hours after the requisition(s) is/are submitted. A sample reject is attached below.
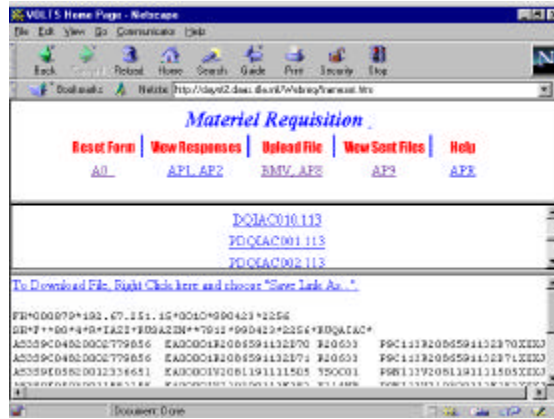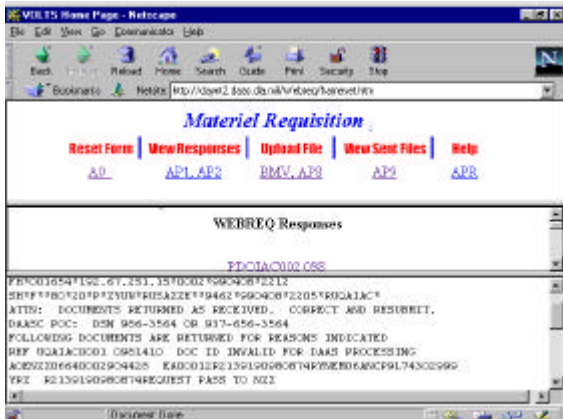
WEBREQ also has the capability to send back MILs status to your account, under view responses. You can ask for this capability when you establish your account. Please note the right screen above. If for some reason you did not receive MILS Status through your normal means, you can use this data to upload to your supply system by downloading this file. If you are not receiving status and would like to please, contact the DAASC Help Desk at DSN 986-3564.

If you have any suggestions or questions please feel free to call Mr. Bob Durham, WEBREQ program manager at DSN 986-3848.